



Arc @ UNSW limited
PGC MEETING MINUTES
Monday 19 February 2024
Hybrid (Arc Training Rooms/TEAMS)
4:00 pm

Present: Tony Le (PGC President), Salauddin Pathan Akash, Daiana Venancio, Sidra Sarwat, Nicole Zhao, Nitharsaa Ambalavanar, Anushka Anchan, Ada Choi, Anuvinda Sreenivas,

Apologies: Ervan Herkusuma

Attendance: Ziyang Zhou, Ankit Attri, Suraj Shah, Khen Enriquez

Absent: Gurpreet Hansra

1. MEETING OPENING

The meeting opened at 4:05pm.

1.1. Acknowledgement of Country

Completed by the PGC President.

1.2. Apologies

An apology was received from E. Herkusuma.

RESOLUTION

THAT the apology received from E. Herkusuma is accepted.

CARRIED

The PGC Subcommittee members attending the meeting provided introductions of themselves.

1.3. Conflicts of interest disclosure

N/A

1.4. Previous Minutes

1.4.1. Confirmation: 22 January 2024

RESOLUTION

THAT the minutes from the PGC meeting held on 22 January 2024 are confirmed as a true and accurate record.

CARRIED

1.4.2. Matters arising/ action list

The action list was noted.

1.5. Meeting administration

1.5.1. Selection of meeting observer

S. Sarwat was appointed as the meeting observer.

1.5.2. Items flagged for immediate discussion

N/A

2. MATTERS FOR DECISION

2.1. Advertisement of Monthly Meeting Dates

The paper was taken as read.

Discussions:

- While it is not expected that many postgraduate students will attend PGC meetings, the option to do so would be beneficial.
- Allowing externals to attend PGC meetings will keep the PGC accountable and help ensure transparency across what the Council does.
- Considering that the PGC may discuss confidential matters during meetings, it may be more suitable that externals are invited to only parts of the meetings, or that invitations are not extended to externals in the case of private meetings.
- Externals are unable to submit meeting papers, but can work with PGC members to take matters to PGC meetings if they wish to raise anything.
- It would be beneficial to have a set number of members from each Subcommittee attend PGC meetings, ensuring consistent engagement across all Subcommittees.

RESOLUTION

THAT the PGC advertises its monthly meeting dates on its website for the purpose of allowing external attendance by UNSW postgraduate students and stakeholders.

CARRIED

3. MATTERS FOR DISCUSSION

3.1. Graduate Satisfaction Survey

The paper was taken as read.

Discussions:

- There are many benefits in engaging and working with other universities, and the PGC is keen to work with Monash University on the survey.
- It is unclear whether Monash University will have access to view the data directly, or only the results.
- Advertising the survey to students will be challenging. However, the PGC can leverage different platforms such as Arc marketing and social media to promote the survey.

ACTION

THAT the PGC President checks with Monash University regarding the data sharing issue and confirm with them that the PGC supports the Graduate Satisfaction Survey.

THAT a working group is established to finalise the contents for the Graduate Satisfaction Survey.

3.2. Staring Morning Teas and Social Mixers

The paper was taken as read.

Discussions:

- Holding morning teas at the Postgraduate Lounge would be cost-effective and convenient.
- PGC Subcommittees should alternate in hosting the morning teas and social mixers.
- The PGC should create an avenue within the registration form for students to submit queries and feedback.
- There was general agreement that morning teas should be held fortnightly and that social mixer pub events should be held monthly for a T1 trial.
- The Canberra Office is also keen to host one social mixer event per semester at the Canberra campus.

ACTION

THAT the PGC trials T1 morning teas fortnightly, with the first session to be held at the Postgraduate Lounge and potentially switch over to Home Ground after a review of the first session.

4. OFFICE BEARER REPORTS

4.1. President

The report was taken as read.

Further discussions:

- Officers should seek to finalise their Subcommittee member recruitments soon.
- The President will be attending a number of UNSW meetings during February.
- The President will share the reports from the Health, Safety & Wellbeing meeting with PGC, as the reports hold important and relevant contents that PGC Officers should be aware of.

4.2. General Secretary

The report was taken as read.

Further discussions:

- There is a central spreadsheet of the expressions of interest received for Subcommittee memberships. Officers are encouraged to look through and identify students who may be interested in their Subcommittees.
- The expressions of interest form for Subcommittee membership was also advertised in the GRS newsletter, but will need further promotion as the Coursework and Research Subcommittees are lacking student interests.
- Suggestions for promoting the expressions of interest form for Subcommittee membership include:
 - Leveraging the upcoming HDR welcome event to promote the Research Subcommittee.
 - Creating and displaying posters around campus.
 - Removing the Subcommittees that have enough expressions of interest from the form, so students are left with only options to join the Subcommittees that are lacking members.

4.3. Equity Vice President

The report was taken as read.

Further discussions:

- The Equity Vice President has contacted Clubs to assist with the planned Harmony Day event, however no Club has yet responded. Hence, the Harmony Day event may be postponed, resized, or cancelled. In the event it is cancelled, the Equity Subcommittee could potentially upgrade and run a coffee catchup with cultural elements in place of what is planned currently.
- The Equity Subcommittee will offer free food vouchers to Clubs assisting the Harmony Day event.
- While venue booking is challenging during the term, it was raised that the Michael Crouch Innovation Centre (MCIC) may be a suitable option for the Harmony Day event.
- It was suggested that the Equity Subcommittee could collaborate with Culture Café to promote the Harmony Day event.

4.4. International Vice President

The report was taken as read.

Further discussions:

- Although the International Subcommittee has received a greater number of expressions of interest compared to other Subcommittees, some students have withdrawn their interests due to other commitments.

4.5. Research Vice President

The report was taken as read.

Further discussions:

- The Research Vice President has reached out to the Subcommittee members from 2023 and have successfully retained two students.
- The HDR Welcome event should expect ~60 attendees.
- The Research Subcommittee will repurpose wine left from 2023 for the HDR Welcome event.

4.6. Coursework Vice President

The report was taken as read.

Further discussions:

- The Coursework Subcommittee is organising a sports event in collaboration with the International Subcommittee in March, with specifics yet to be determined.
- The Coursework Subcommittee is also advertising expressions of interest for their Subcommittee membership through word of mouth.
- As the Coursework Subcommittee have already planned to hold fortnightly coffee catchups, it was suggested that they host the first PGC morning tea session.

4.7. Canberra Officer

The report was taken as read.

Further discussions:

- Many students at the Canberra Campus are unaware of PGC, whilst only being aware of Arc Canberra. The Canberra Officer seeks to promote PGC at the campus and increase student engagement.

4.8. Paddington Officer

N/A

4.9. Media & Communications

N/A

5. MATTERS FOR NOTING [discussed only on exception basis]

N/A

6. Q&A (if any)

In response to the recent complaint received from a student who experienced racism, the General Secretary has drafted an email response with links to support services ready to be sent.

7. MEETING FINALISATION

7.1. Meeting evaluation

The meeting was long but went well overall. It was great that there were several initial discussions on matters, whilst there are further discussions to be held after the meeting.

7.2. Next meeting date: 18 March 2024

7.3. Meeting close

The meeting closed at 5:57pm.



PGC President Signature – Tony Le

Date: 08/04/2024